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Equal Opportunity Housing and Equal Opportunity Employment

Neighborhood Stabilization Program Contract Amendment Process

Contract Amendments

Minnesota Housing will consider NSP contract amendment requests from subrecipients that meet the conditions and requirements listed below. Send your request by email to nsp.mhfa@state.mn.us. Please note that Minnesota Housing is not soliciting contract changes, but will consider contract amendments that are relevant or imperative for the success of the program. **Minnesota Housing is not accepting requests for increases in awarded amounts.** The following are defining criteria definitions for subrecipients, guidance terms, and submittal requirements:

Subrecipients Eligible to Submit Contract Amendment Requests

1. Subrecipients who have completed their environmental review process and/or have received release of funds approval from Minnesota Housing.
2. Subrecipients who have completed the Continued Affordability sample documents and have submitted documents for review and approval.
3. Subrecipients who are currently processing disbursements or are in a position to request reimbursement of funds in the immediate future for properties already purchased.

Guidance Terms Please reference the allocations on Schedule C of your contract amendment when addressing your changes. The reasons for your request will be examined in light of what you initially negotiated with Minnesota Housing. The following are general parameters under which you may consider submitting a contract amendment request.

1. The activities in your grant agreement are not consistent with the needs in the community. Examples: a. Subrecipient has down payment assistance funds that are not being used. b. A shift in funds from the rehab allocation to the redevelopment allocation would better serve the neighborhood stabilization activities.
2. An adjustment in the property count is required.
3. The reuse purpose requires a change between the number of rental and homeownership units.
4. A program change request from a buyer-driven program to a city/subrecipient-driven program is needed at this time.
5. A target area change, from a previous area to a new area is recommended. Requests to enlarge same area will not be considered. Area must have been identified in our Action Plan as an area of greatest need. Furthermore, subrecipients are advised that certain previously denied areas most likely will not be considered.

Submittal Requirements for Contract Amendment Requests

1. Documentation supporting the substantial efforts made in trying to make the program work.
2. Market conditions must be supported by data, i.e., number of sales, housing prices, multiple offers, speculator advantages, condition of homes, cash offers, employment numbers, vacancies, etc.

3. Efficiency decline must be documented with supporting arguments and facts when presented as reasons for change.
4. Foreclosure data, must be provided to reflect similar or greater need should a target area change be requested. For these requests a map must be included. Please complete the table below on foreclosure data required.
5. Advantages should be clearly delineated in the request for a different NSP activity or a different re-use, such as homeownership vs. rental.
6. Documentation that support less costs is encouraged.
7. Documentation supporting faster obligations is also encouraged.
8. Subrecipients must keep in mind the goals of the state's NSP program and the ultimate purpose of the fund which is to stabilize communities.

Subrecipients are asked to surrender awarded funds which they believe won't be obligated within the 18-month period, or that may be better used in another high need area that has already been awarded NSP funds by Minnesota Housing.

If the subrecipient is requesting a change to the target area, please submit the information in the table below.

	Number of 2009 Residential Parcels	Number of 2006 Sheriff Sales	Number of 2007 Sheriff Sales	Number of 2008 Sheriff Sales	Number of 2009 Sheriff Sales
Neighborhoods Staying					
Neighborhood A					
Neighborhood B					
Neighborhood C					
Neighborhoods Being Added					
Neighborhood E					
Neighborhood F					
Neighborhood G					
Neighborhood H					
Neighborhoods Being Dropped					
Neighborhood D					